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PENNSYLVANIA COMMITTEE ON PUBLIC ASSISTANCE AND RELIEF
PUBLIC ASSISTANCE STUDY - MARCH 28, 1936

INSTRUCTIONS TO INVESTIGATORS

INTRODUCTION

On December 30, 1935 the Governor appointed the Pennsylvania Committee on Public Assistance and Relief and instructed it to report to him at the earliest possible date on plans for handling unemployment relief. It is in connection with the development of such plans that the present study has been undertaken.

It is especially important at this time to ascertain how many people now on relief rolls are eligible for categories of assistance such as Mothers' Assistance, Old Age Assistance, etc., under present state laws, and how many more persons would be eligible if the Legislature modifies these laws to meet the minimum requirements of the Federal Social Security Act. Furthermore, it is important that the characteristics of all persons receiving public relief in any form be known before any long term program is considered. The questions on the schedule are designed to obtain this data.

SCHEDULE

You will note that the schedule is divided into six main sections. Section I summarizes certain pertinent information on the case, most of which can be derived from the case record. Section II deals with the individuals in the case. A line should be filled in for each individual. Section III will be used to obtain information about blind persons in the relief group, Section IV for aged persons, and Section V for mothers of children under sixteen. Section VI will be used for information on the children themselves, particularly when one or both of the parents are absent or disabled.

It is worth noting that the unit of investigation is the relief case. Every question except one deals with this unit rather than with the household which may include more persons.

In addition there are a few questions on the Schedule which will not apply to cases now active on direct relief rolls:

1. A column appears in Sections II and IV preceding "Name" which inquires whether or not the person is a member of the case. Since the case is the SERA unit, all persons would be case members and those columns can be left blank.
2. A column in Section II asks for the "Work Relief Occupation." This will not apply to SERA cases except where a member of the case has been assigned to a project and the case has not yet been closed. This applies to the category "Work Relief" under "Employment Status" as well.
3. Date and Reason for Closing in Section I will be used if:
 - a. Case has been closed since March 28.
 - b. Case is to be closed because of assignment to a Works Program Project.

SECTION I

This section identifies the case and also summarizes certain information concerning individuals in the case. The SERA records will contain much of the information in the same form as requested here. Before completing the whole section fill out Section II where the detailed information concerning individuals in the case will be recorded. However, read the complete instructions for Section I before proceeding to Section II.

A. CASE NAME - The name under which the relief case is recorded should be inserted. If it is a SERA case, the name, address and case number will be obtained from the visitors' case list, every tenth case being chosen.

B. ADDRESS - Enter present street address or RD number of the case.

C. COUNTY - Enter name of county in which the case resides.

D. BORO, CITY OR TOWNSHIP - Insert name of Borough, City or Township in which case resides....e.g., "City of Pittsburgh," "Boro of Norristown," "East Pennsburg Township."

E. AGENCY - Enter name of Agency. All SERA schedules should have "ERA" entered in this space.

F. DISTRICT - Enter name or number of agency's district.

G. CASE NUMBER - Enter agency number of case.

H. NUMBER OF PERSONS IN HOUSEHOLD - This number will include total number of persons in the relief case plus the total number of persons in the household not included in the relief case. The household may be defined as the group of persons living together in one housekeeping unit at one address. The persons constituting this group may or may not be related by ties of kinship, but if they live together within the same housekeeping quarters, they constitute one household. A boarder or lodger should be included with the members with which he lodges, but a person who boards in one place and lodges in another should be considered as a member of the household at the place where he lodges or rooms.

I. NUMBER OF PERSONS IN RELIEF CASE - Specify total number of persons in the household who are receiving or did receive maintenance as a part of this particular case.

The remainder of the information in this section cannot be entered until Section II is completely filled in.

J. AGE DISTRIBUTION OF CASE MEMBERS - Under this section specify total number of persons in the case who are under sixteen years of age, those sixteen years but under sixty-five years of age, and those sixty-five years of age and over. Enter each group in designated space.

K. NUMBER OF EMPLOYABLES IN CASE - Specify the total number of employables. This will be the sum of the check marks appearing in the following columns in Section II:

Column 24 - The number of full time workers

25 - The number of part time workers

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Column 26 - The number of WPA workers

27 - The number of Unemployed, Previously Employed,
Seeking Work

28 - The number of Unemployed, Not Previously Employ-
ed, Seeking Work

Do not include here as employables any unemployed persons who are
"Not Seeking Work" listed in Columns 30 and 31.

L. NUMBER OF FULL TIME WORKERS - Specify the number of employed
persons in the case who are working full time at one or more jobs
other than Work Relief. Thirty hours or more shall be considered
full time employment. Less than thirty hours shall be considered
part time. The entry will be the sum of the check marks in Column 24
of Section II.

M. NUMBER OF PART TIME WORKERS - Specify the number of employed
persons in the case who are working less than thirty hours per week
at one or more jobs. Do not include persons employed on Work Relief
Projects. The entry in this space will be equal to the sum of the
check marks in Column 25 of Section II.

N, O - NUMBER ELIGIBLE UNDER PRESENT LAW
NUMBER ELIGIBLE UNDER FEDERAL LAW - The visitor will not
make any entries in these spaces.

P. PRESENT WEEKLY BUDGET NEEDS - Enter the amount of the total
budget needs as of March 28, 1936. This will be transferred from the
SERA Budget Authorization Record, Form 2C.

Q. AMOUNT OF AUTHORIZED GRANT - Enter the amount of the total
authorized weekly grant as of March 28, 1936. This will also be
taken from the SERA Budget Authorization Record, Form 2C.

R. DATE OF FIRST RELIEF GRANT - Enter date on which unemployment
relief was first authorized.

S. DATE OF LAST OPENING - For the cases that have been closed
and reopened, give date of last opening. Enter original opening date
of cases that have been continuous from first date of opening.

T. DATE OF CLOSING - Use this space if for any reason the case has



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been closed since sample was obtained. In such cases, enter date of closing. In cases where a person has been assigned to a Works Program Project, enter here the expected date of closing and encircle.

U. REASON FOR CLOSING - This space will be used only if the preceding space has been filled in. In that event give the reason for closing case.

SECTION II CASE COMPOSITION

This section is designed to give certain pertinent information concerning each individual in the case. The detailed information requested is important in considering the qualifications of each person in the relief case for certain types of public assistance other than unemployment relief granted by the State and Federal government. Use one line for each person included in the case.

IS PERSON MEMBER OF CASE - Column 1 - Leave blank.

NAME - Column 2 - Enter name of each person in the case. If person's last name differs from the case name, give full name for this person.

FAMILY RELATIONSHIP - Column 3 - The head of the case should be entered first. By "Head" is meant the person who is recognized as the head of the relief group. Enter on succeeding lines the other members of the case and specify in Column 3 their relationship to the "Head" as wife, son, daughter, father, mother, brother, sister, grandson, granddaughter, aunt, uncle, niece, nephew, cousin, sister-in-law, mother-in-law, lodger.

SEX - Columns 4,5 - Check sex of each person in case.

MARITAL STATUS - Columns 6,7,8,9,10 - Check column showing present marital status for every person listed, whether married, single, widowed, divorced or separated. Married persons (permanent relationships recognized as common-law marriages are not excluded.) Single persons will be those persons who are not, nor ever have been married. No divorced or separated person should be recorded as "single." A

widowed person is one whose husband or wife is dead. The divorced person is one who is legally divorced, i.e., by court decree. A separated person is one who is living apart from his or her husband or wife, but who has not received a legal divorce. However, persons are not to be counted as separated if the spouse is absent because of employment which necessitates his or her continued absence from the home, nor should husband and wives be considered as separated if the absence is caused by a temporary confinement to some institution.

RACE - Columns 11,12,13 - Check whether white, colored or other race for every person listed. Any trace of negro blood constitutes "colored." "Other" includes American Indians, Chinese, Japanese, Filipinos and Mexicans.

NATIVITY - Columns 14,15,16,17,18 - If the person was born in this country, check Column 14. If born elsewhere, check one of the following columns:

Column 15 - Check for undeclared aliens; i.e., if person is foreign born, unnaturalized and has never declared his or her intentions to become an American citizen by taking out first papers.

16 - Check if not naturalized, but first papers have been taken out.

17 - Check if naturalized.

18 - If Column 17 is checked, enter date of naturalization.

AGE - Column 19 - State age of each person in the case on his or her last birthday. Where case includes a child under one year of age, enter age as "00."

BIRTH DATE - Columns 20,21,22 - Enter month, day, and year of birth for each person in the case.

PLACE OF BIRTH - Column 23 - Enter place of birth for each person in the case. If person was born in Pennsylvania, name county; if born in the United States but outside of Pennsylvania, give name of state; if born outside of the United States, give name of country. Designate whether

County, State or Country. Thus typical entries might be: "Blair County," "Ohio State," "Germany."

EMPLOYMENT STATUS - Columns 24,25,26,27,28,29,30 - Every person in the case must have an employment status; for example, a child attending school would be checked under Column 30 (Unemployed, Not Seeking Work, Not Previously Employed.)

If the person is employed full time, that is, if he is employed thirty hours or more per week at ~~one~~ or more jobs other than work relief, check Column 24. Work on Public Works Administration Projects is not to be considered work relief and should be counted as full or part time employment.

If the person is employed part time, that is, if he is employed less than thirty hours a week on one or more jobs other than work relief, check Column 25.

Column 26 should be checked for WPA and CCC workers. SERA cases should include these classes only when a case member has been assigned to a project but the case has not yet been closed.

Under "Unemployed Seeking Work" check Column 27 for those who have been previously employed and check Column 28 for those who have not been previously employed. The persons checked in Column 28 will include all those who, though they have not worked prior to the present, are seeking work.

Under "Unemployed Not Seeking Work" check Column 29 for those previously employed and Column 30 for those not previously employed who are for any reason not seeking employment at this time. A person is not to be counted as "Not Seeking Work" if he or she has an active application on file in a public employment office.

IF NOT SEEKING WORK, WHY NOT? - Column 30 - Specify clearly the reason why the person is not seeking work (e.g., loss of right arm, too young, student, pensioned, indifference, "on strike," care of children at home, etc.)

If illness or disability is the reason given, be more specific, giving nature of the same, such as rheumatism, blindness, loss of one leg, etc.

If "pensioned" is given as reason for not seeking work, enter
"refer Column 37."

LAST OR PRESENT OCCUPATION - Column 32 - State the exact type of work which each person is now doing or, if unemployed, what he was doing when last employed. If last or present job was work relief, exclude this job from consideration and consider in this instance only prior employment.

State specifically the kind of work done; for example, molder, farm laborer, automobile salesman. Do not use a general term when a more precise statement of the occupation can be made. For instance, nurse, engineer, fireman, clerk, agent, mechanic, and laborer are general terms which should be amplified whenever possible, as trained nurse, electrical engineer, stationary fireman, bookkeeper, ticket agent, plumber and stevedore. Do not enter occupation as clerk when the worker was or is a "salesman" in a store.

Care should be taken in regard to the entry "factory laborer." A factory laborer is a person who fetches and carries materials to and from the productive workers or who cleans up after them; his job presupposes little or no responsibility and practically no skill. The productive workers (or factory hands) should be described in accordance with the activity in which they are engaged; for example, edge trimmer, shoe factory; weaver, cotton mill; calker, shipyard; assembler, automobile factory; power machine operator, shirt factory; and dipper, pottery. All persons directly engaged in the manufacture of the factory's products should be returned in this fashion and not as laborers.

If person is self employed and does contract or specialized work, in the column (Occupation) state the occupation and "S.E." (self employed); e.g., a plumber working for himself would be entered - Occupation "Plumber, S.E."; industry, "plumbing shop." Another example would be an independent butcher who would be entered: Occupation "Butcher, S.E."; industry "retail butcher shop."

If person is self employed and owns an establishment, write "owner" as occupation and enter the nature of the business in the next column (e.g., the owner of a retail cigar store would be entered: occupation, "owner"; industry, "retail cigars.")

When a person is unemployed and has not been previously employed, indicate the following in Column 32: (1) the highest point reached in formal education and (2) the specific occupation prepared for if the person has received special vocational training.

LAST OR PRESENT INDUSTRY - Column 33 - Specify the exact kind of industry or business in which the person is working or if now unemployed the industry or business in which he last worked (such as textile manufacturing, steam carpenters shop, coal mine, retail shoe store.) If person is engaged in trade, indicate whether retail or wholesale.

Although "Odd Jobs" is an undesirable entry, some persons will be unable to give more precise description of their work than, for example, "laborer, odd job," this entry is acceptable only if it is the best obtainable. If a person has been doing odd jobs in some capacity other than as a laborer, enter "odd jobs" in Column 33 and the proper occupational entry in Column 32 such as "laundress," "seamstress," "clerical worker.," etc.

If a person has never been employed and is now seeking work, write "new worker" in the regular industry column.

WORK RELIEF OCCUPATIONS - Column 34 - This column refers to cases now on work relief and will therefore not be used by SERRA visitors except when a person in the relief case has been assigned to a Works Program Project but the case has not yet been closed.

COLUMN 35 - One of the following entries should be made in this column for person checked in Columns 24,25,27,28.

- (a) If the person is employed full time or part time (see Columns 24 or 25) enter weekly wage. If the wages vary, take the average weekly amount earned over the past four weeks. Indicate the amount clearly. Do not include work relief wages.
- (b) If person is unemployed, has been previously employed, and is seeking work (see Column 27), enter date of losing the last job which has been of one month or more duration.

(c) If person is unemployed and has not been previously employed, and is seeking work (see Column 28) give date when he entered the labor market. For example, in the case of those previously in school, this will be the date of graduation or the date on which they discontinued school. In other instances it will refer to the date the person began looking for work.

(d) If person is checked in Column 26 (Works Program) or Columns 29 or 30 (Unemployed, Not Seeking Work), no entry should appear in Column 35.

IS PERSON RECEIVING ANY OTHER INCOME - Columns 36,37 - In Column 36 enter average amount of income per week other than weekly wage or relief grant (indicate clearly whether dollars or cents.) In Column 37 enter source of the income; for example, "Mothers' Assistance Fund," "Old Age Pension," "Son's Contributions," "Lodger's board or room rent.," etc.

COLUMN 38 - THIS SHOULD BE LEFT BLANK.

HAS APPLICATION BEEN MADE? - Column 39 - This refers to application for public assistance other than unemployment relief or poor relief. The following are types of public assistance now existing other than Unemployment or Poor Relief:

1. Mothers' Assistance Fund
2. Old Age Pension
3. Blind Pension
4. Workmen's Compensation
5. Military Pension

If the person has applied, specify type of assistance applied for such as, Mothers' Assistance, Old Age Pension, Blind Pension. If person is a World War Veteran and has Bonus Certificate, indicate it in this column.

COLUMN 40 - THIS SHOULD BE LEFT BLANK.

SECTION III
FOR BLIND PERSONS

The Residence History Block in this section is to be used if there is a blind person in the relief case. If more than one blind person is a member of the case, attach a separate schedule or as many schedules as are needed. The identifying information on the attached schedule should include Case Name and Number, Address, County, City, Boro or Township, District and Agency and should be marked on top margin "This is the second sheet of two sheets," "This is ~~the~~ second sheet of three sheets," etc.

Enter name and line number of the blind person in the Residence History Block. Obtain definite information concerning all changes of address since March 28, 1927. On first line enter present residence, naming County, State, City or Town. Opposite this entry in columns under "From" and "To" enter date person came to present address. On each succeeding line enter any changes of residence in the proper sequence during the past nine years. The date should include month and year.

SECTION IV
FOR AGED PERSONS

The Residence History blocks in this section are to be used for each person in the case who is 65 years of age or over. If there are more than three such aged persons, attach separate schedules and follow same procedure for identification as described in Section III.

Enter name and line number of each person sixty-five years of age or over in a separate block. Obtain history of each such person's residence since March 28, 1921. On first line enter present residence, naming County, State, City, or Town. Opposite this in column under "From" and "To" enter date person's present residence began. On second line give place person resided prior to coming to this address. On each succeeding line enter any changes of residence in the proper sequence during past fifteen years. The date should include month and year.

Below Residence History fill in section on date aged person first came to County, Pennsylvania, and the United States.

SECTION V
FOR MOTHERS OF CHILDREN UNDER SIXTEEN YEARS OF AGE
(WHERE FATHER IS ABSENT OR INCAPACITATED)

The Residence History Block in this section is to be used to determine the length of residence of a mother or step-mother whose children (included in the relief case) are under sixteen years of age. The mother may or may not be a member of the relief case. Nevertheless, it is important that Section V be filled in if children under sixteen are present in the case.

If any of the children in the case are not members of the same family, i.e., do not have the same parents or step parents, attach a separate schedule with the identifying information as described in Section III and give the residence history of the second mother or stepmother on the attached schedule.

Enter mother's name and if she is listed in the relief case, the line number in the Residence History Block; if mother is not a member of the case, indicate this fact plainly. Obtain history of the mother's residence since March 28, 1934. On first line enter present residence, naming County, State, City or Town. Opposite this in columns under "From" and "To" enter date Mother's present residence began. On each succeeding line enter any change of residence in the proper sequence during the past two years. The date should include month and year.

Make proper entries under "Date first came to County, Pennsylvania, the United States."

If the mother is pregnant, give approximate date child is expected, in space provided. If date of expected delivery cannot be secured, mark space plainly with an X.

SECTION VI
FOR CHILDREN UNDER SIXTEEN

This section is to be filled in for all children in the relief case under sixteen years of age. If there are more than five children in the case, or if any of the children are not members of the same family, attach a separate schedule. Identifying information should include Case Name and Number, Address, County, City, Poro, District, Agency and the name of the mother which should be entered in Section V. If separate schedule has already been filled in for Mothers' Residence History, use this schedule.

A - Enter name and line number of each child in the case under sixteen years of age. In column marked "In school" check whether or not child is in school and the "Grade Completed." Under "Family Status" check the proper column indicating the person or persons with whom the child is living. If child is living with mother, and father is absent, check first column. If child is living with father, and the mother is absent, check second column. If child is living with both parents, check third column. If child is living with other persons, both parents absent, enter in fourth column the line number and relationship of person in the household with whom child is living.

In column "Length of Residence of Child in State," give date when present residence in state began.

In column "If Child is Physically Handicapped" state exactly the nature of the disability and whether or not it is permanent.

B - "Father is Absent or Disabled" or "Mother is Absent or Disabled"

In this division information is recorded concerning the absence or disability of either or both parents. Enter information concerning each parent separately.

Under "Status of Father" one of the nine lines given should be carefully filled in if the father is absent from household or if present, is disabled.

Line (1) - If father is dead, give date of death and on second half of line place of death.

(2) - If father is divorced from mother, enter date of decree, place of divorce, and the court in which the divorce was obtained.

(3) - If father has deserted, enter date of last desertion, and if known, present whereabouts.

(4) - If father is separated from mother, give date of last separation, and if possible, present whereabouts.

(5) - If father is imprisoned, give date of imprisonment, name of prison and date his release is due.

(6) - If father is in an institution for the insane, enter date of confinement, check whether confinement is permanent or temporary.

(7) - If father is in any other institution, for example, hospital, almshouse, or sanitorium, give date of confinement, name of institution and reason for confinement.

(8) - If father is absent for any other reason than mentioned above, specify exact reason.

(9) - If father is physically or mentally disabled, give exact nature of disability and state whether it is permanent or temporary.

If support is or has been received from the father for the care of the children, enter date of last contribution and the amount in the designated place in upper right hand corner of this section.

If the mother is absent or disabled, fill in the latter half of this division under "Mother is Absent or Disabled" proceeding according to instructions given in case of father's absence or disability.

If either or both parents are in the household, enter in the space designated, the line numbers in Section II on which they are listed.

REMARKS

This section provides the investigator with the opportunity to state the things about the case which are pertinent and significant, but which are not of such a nature that they can be included in the main body of the schedule. It is of considerable importance, however, that this be used for additional information and that no attempt should be made to state here items that properly belong in Sections I, II, III, IV, V, and VI. Use REMARKS to amplify, clarify and humanize the Schedule.

[illegible][illegible][illegible]

| FATHER IS ABSENT OR DISABLED. | | SUPPORT BY FATHER | |
|-------------------------------|--|-------------------|--------|
| | | LAST CONTRIBUTION | |
| | | DATE | AMOUNT |
| | | | |

STATUS OF FATHER.

(1) DEAD. DATE OF DEATH. _____ PLACE OF DEATH _____

(2) DIVORCED. DATE OF DECREE _____ PLACE OF DIVORCE _____ COURT _____

(3) DESERTED. DATE OF DESERTION. _____ WHEREABOUTS _____

(4) SEPARATED. DATE OF SEPARATION _____ WHEREABOUTS _____

(5) IMPRISONED. DATE OF IMPRISONMENT _____ NAME OF PRISON _____ RELEASE DATE. _____

(6) IN ASYLUM FOR INSANE. DATE OF CONFINEMENT _____ PERMANENT. _____ TEMPORARY _____

(7) OTHER INSTITUTIONS. DATE _____ NAME OF INSTITUTION _____

REASON FOR CONFINEMENT _____

(8) ABSENT FOR OTHER REASONS. SPECIFY _____

(9) DISABLED. SPECIFY _____

MOTHER IS ABSENT OR DISABLED.

STATUS OF MOTHER.

(1) DEAD. DATE OF DEATH. _____ PLACE OF DEATH _____

(2) DIVORCED. DATE OF DECREE _____ PLACE OF DIVORCE _____ COURT _____

(3) DESERTED. DATE OF DESERTION _____ WHEREABOUTS _____

(4) SEPARATED. DATE OF SEPARATION _____ WHEREABOUTS _____

(5) IMPRISONED. DATE OF IMPRISONMENT _____ NAME OF PRISON _____ RELEASE DATE. _____

(6) IN ASYLUM FOR INSANE. DATE _____ PERMANENT _____ TEMPORARY _____

(7) OTHER INSTITUTIONS. DATE _____ NAME OF INSTITUTION _____

REASON FOR CONFINEMENT _____

(8) ABSENT FOR OTHER REASONS. SPECIFY _____

(9) DISABLED. SPECIFY _____

IF EITHER OR BOTH PARENTS ARE IN HOUSEHOLD INDICATE LINE IN SECTION II ON WHICH THEY ARE LISTED

| | |
|--------|--------|
| MOTHER | FATHER |
| | |

USE BACK OF SCHEDULE FOR ADDITIONAL REMARKS.

